

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 9<sup>th</sup> April 2019

**Attendees:** Dominique Florin Trustee & Chair, Peter Jacobs Trustee & Treasurer, Martin Narraway Trustee, George Donaldson Hon Secretary, Robert Morgan, Li Weinreich, Rosie Durant, Barbara Wheatley Manager

**Apologies:** Rob Schoenbeck Vice Chair, Peter Wesley Trustee

**Venue:** Holly Lodge Estate Office

**Time:** 19.30 Tuesday 9<sup>th</sup> April 2019

### AGENDA ITEM

Reports referred to may be requested from the Estate Office.

### ACTIONS

#### 1. Committee Issues

- a. Approval of Minutes – March 12<sup>th</sup>. Approved and duly signed
- b. Matters arising from minutes. None
- c. AGM preparation/Election process update. AGM papers will be ready for print 10<sup>th</sup> April & delivery 11<sup>th</sup> or 12<sup>th</sup>.

BW

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses - none
- b. HLEC Contractors. Wassells

#### 3. Finance

- a. Bank Accounts/Monthly financial report – see reports. £720k in bank.
- b. Outstanding EMF. BW to continue chasing few outstanding.

BW

#### 4. Insurance

- a. Update on HW026 fallen tree roof damage. Claim has been paid and advised that it won't make much difference to our premiums going forward.
- b. HW031, insurance advice on subsidence claim – for info only. Extra information requested from claimant's agent – fuller bore hole samples and evidence of movement over time. Awaiting their response.

#### 5. Operations

- a. Estate Manager's report /forecast. See report.
- b. Skips x 3: 4 LA, 6 MA, LBC in MM
- c. Admin hours for security. Concern raised about the extra hours involved in BW dealing with security issues. Agreed to monitor.
- d. EToN system – notifications of works by utility companies. Costs outweigh benefits so have agreed not to proceed for now.

#### 6. Estate Security

- a. Recent reported activities on the Estate – Incident Log. Log reviewed 6 x ASB, 4 x SUS, 2 x cars rifled through, 1 x ATT BUR, 4 x parking infringements and 1 stolen moped crashed & abandoned.

An incident occurred after the log was produced where 2 cars blocked the top of HW and occupants were quite aggressive towards a resident who intervened, though the Parking Attendant (PA) reported he moved one of the cars on. It was agreed that we should continue with the PA trial and as an adjunct to that it was agreed that a discrete watchman be engaged for the next 3 weekends to support the PA at the top of HW. Requested that the log have an additional column noting any suspected drug use &/or dealing, as separate from ASB, SUS or Parking.

BW  
MN

b. Mobile CCTV Initiative update. Difficulties found with accessing a power supply. Research into alternatives, such as fuel cell or solar power, continues. ANPR cameras suggested as an alternative to CCTV to monitor vehicles coming on to Estate after 21.00 & staying for > 15 mins for example, & if not logged on to a database by a resident then ticket will be sent. This will be worked up and costed for review by HLEC. Noted that this will need a bigger debate with whole Estate.

MN

c. Yellow line update. Concerns from residents that these will push parking down below the lines. BW to organise signs and order in yellow line paint so ready to install when agreed.

BW

## 7. Parking

a. MET monthly reports. See reports.

b. Update on new PA. ±14 tickets issued to date. Suggested it would be useful to have more information on his log – location and fuller description of car and occupants. BW to brief him.

BW

## 8. Projects

a. EV Chargers update. Project is progressing

b. HLEC Projects - Accounting package/permit update. MN will push the accounting side of the package.

MN

c. Plot-Owner's Projects. Concerns raised about the 2 projects at 91 & 93 HW which are taking a very long time to complete. BW to try to get an update from the owner.

BW

d. Non Plot-Owners - LBC refurb in MM. Project continuing with little impact on us other than the parking implications of having their skip on the road for such a long time. Initially told project would finish end of April, now they are quoting end of August. BW has requested they consider siting the skip on SL. Awaiting their response.

## 9. Communications

a. Joint Communication Group update. JCG met on March 20<sup>th</sup>.

b. Newsletter. April edition went out.

c. Website continues to be updated.

## 10. Miscellaneous

- Green book update. GD is continuing to work on this.

- Request for grass verges as flowering lawns to encourage insects. HLEC agreed that this would not be in keeping visually with the Estate as a whole – the grass verges being a significant green feature. It was suggested that a swathe of flowering lawn could be made in the park. BW to progress this. RD to investigate the local 'bee corridor'.

BW  
RD

- Storage of archive photos. BW to investigate copying the photos for us to use in displays at AGMs etc. Several members of HLEC offered to approach HLSI as to whether they would like to store them and make them more accessible to locals.
- Donation to CC Easter party. Agreed £100 donation.

BW

#### **11. AOB**

- BW away for eye surgery end May beginning of June. This will mean she is unable to do any close work, reading or computer, for 2 weeks. She will be on holiday for 1 of the weeks but can be at work when back has asked for volunteers to act as amanuensis for the remaining days. This will also be a good opportunity for HLEC members to see how certain systems work thereby promoting business continuity going forward. BW to circulate list of dates in question.

BW

**Meeting closed at 22.10**